



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

SPED 03-19

M E M O R A N D U M

February 14, 2003

TO: High School Principal
Advanced Placement Coordinator

FROM: Peter Laing
Kathryn Huizenga
Office of Gifted Education
Exceptional Student Services

**RE: Notice of Advanced Placement and International Baccalaureate Exam Fee Waivers
for Eligible Low-Income Students**

The Advanced Placement Incentive Program Grant, through the Western Consortium for Accelerated Learning Opportunities of the Western Interstate Commission for Higher Education, has provided the Arizona Department of Education funding to continue the Advanced Placement Exam Fee Waiver program for low-income students eligible for the Federal Free and Reduced Price Meal program.

The mechanics for taking advantage of the AP Exam Fee Waiver Program are as follows:

Included with this notice is a Statement of Assurance indicating all students participating in the program meet the eligibility criteria. The Statement of Assurance must be signed by the Superintendent and Director of Gifted Education for each participating District on behalf of all District High Schools, and returned to the Office of Gifted Education. Exams eligible for the AP Exam Fee Waiver must be indicated using The College Board's reporting mechanism, included below for your convenience. To ensure the privacy of participating students, *the names of individual students shall not be required or requested.*

The following is from <http://apcentral.collegeboard.com>:

The State of Arizona will pay \$50 per AP Exam for public school students qualifying for the College Board fee reduction.
Final AP Exam fee for qualifying students: **\$0**

What the school must do:

- Fill in the "Option 1" oval on qualifying students' AP Exam answer sheets.
- In the Remittance section of the AP Shipping & Remittance form, enter the total number of exams (not students) that qualify for the fee reduction.
- AP Coordinators in Arizona will forgo collection of AP Exam fees from students qualifying for the College Board fee reduction. The AP Coordinator must submit a copy of their Remittance form to the State.

The College Board will bill the State directly for qualifying students' AP Exam fees.

If your District has International Baccalaureate Exams eligible for the Fee Waiver program, please contact the Office of Gifted Education for information on the mechanics for reimbursement of Exam Fees.

If you have any questions or concerns please contact Peter Laing by phone at 602.364.4017, Fax at 602.542.5404, or by email at plaing@ade.az.gov.

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Enclosure

cc: Director of Gifted Education

ADVANCED PLACEMENT INCENTIVE PROGRAM ASSURANCE FORM

I certify all students participating in the Advanced Placement Exam Fee Waiver Program for the 2002-2003 Academic Year meet the guidelines for low-income eligibility.

Superintendent (Please Print)

Director of Gifted Education (Please Print)

Signature

Signature

District

Street Address

City, State, Zip

Phone #

Fax #

E-mail address

Date

Date

Office of Gifted Education

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